How To

Module #3	Creating a Performance (Evaluation) Plan that is Ready for Review (Published)
Objective:	This How To focuses on creating a performance (evaluation) plan that is ready for review (published) and rating.

Pre-Module Requirements

- Manager/Supervisor has received access to the system.

Glossary

- Performance plans can also be called Evaluation Plans.

Steps:

1. In MI HR Self Service, click on the **Performance Management** bookmark.

2. In the Performance Management bookmark are links to the following:

   A. **NEOGOV PE login**
   If you have been provided with an email to access NEOGOV PE, use this link.

   B. NEOGOV PE instructions
   For information on how to use NEOGOV PE including an overview of the system, use this link.

   C. **HRMN PM login** (HRMN Performance Management system)
   If you have current plans in the HRMN PM, you will finish your plan there before using NEOGOV PE. Therefore, use this link.

   D. **HRMN PM instructions**
   For information on how to use HRMN PM, use this link.

3. You should have received an **Activate Your NEOGOV PE User Account** email with a link to create your account **Password** using your email address as your **Username**.

   PLEASE NOTE: Current NEOGOV Insight HR Users will use their Insight username and password.

4. Log into the NEOGOV PE site using your **Username** and **Password**. Click on **Sign In >>** button.

5. When you log in, you'll arrive at your **My Dashboard**.

6. Employee performance (evaluation) plan templates will be established for all employees. These templates may include tasks to self-rate your own plan and rate your direct report's plans. You will see these tasks in your **My Tasks** section of the dashboard.

7. Click on your **Direct Report(s)**.

8. You will be taken to your direct report's **Employee Detail** page.

9. The performance (evaluation) plan template will be listed in the **Performance Evaluations** section of the page.

10. Click on the plan (evaluation) name.

11. The **Evaluation Detail** page lists information specific to the employee's performance (evaluation) plan including department, evaluation name, type (periodic or probation), position, and employee name.

12. The performance (evaluation) plan template will be in **Draft Status** upon receipt and will remain in that status until it is started/ready for review.

13. Most agencies have established performance (evaluation) plan dates. The dates you receive will reflect the established dates for your agency or organizational unit including the **Due Date**. (Probationary plans will be covered in a separate module.)

14. Performance (evaluation) plans will continue to utilize a rating based on the 3-point rating scale for each objective and competency as well as an **Overall Rating**. The **Overall Rating** will display as Pending until the performance (evaluation) plan review has been completed.

15. After consultation with the employee regarding assigned objectives and competencies, the plan (evaluation) will need to be started/made ready for review by clicking on the **Start Evaluation (Play Button)**. When a plan is started/ready for review, the plan is locked until the review (evaluation) is due. The manager/supervisor and the HR Office retain the ability to revert the plan to draft status should changes need to be made to it at a later date.

16. If your agency is using a paper performance plan process, you will be notified and provided instructions on using the **Print a Blank Rating Form** function.

17. **Objectives** are the individual actions that the manager/supervisor and employee agree the employee will be rated on in this performance (evaluation) plan for this rating period. Objectives should be SMART (Specific, Measureable, Attainable, Relevant, and Time-Based). Please see your HR Office if you need assistance in creating SMART objectives.

18. **NOTE:** Employees can edit/add/delete objectives until the performance (evaluation) plan is started/ready for review (published). In working with your direct report(s), you may solicit their assistance in the addition of objectives. Employees will follow Module #4 for updating their performance (evaluation) plan.

19. To add objectives to the plan, click on **Add Items** and select **New Objective**. (Department strategic objectives will be available **From Library**. If your department is using this functionality, you will be instructed on what to select from the library. The State of Michigan is not using objectives **From Class Specification**.)

20. The **Add Objective** box will appear.

21. Add an objective in **Title**.

22. **Enter a Description** to ensure both the employee and manager/supervisor are clear on what the objective is intended to achieve and how it will be measured.

23. Select an **Objective Category** for the objective. Most objectives will be categorized as **Employee**. Objective categories are outlined below:

- **Department Plan** objectives are associated with the department's strategic plan, mission, vision, etc.
- **Strategic Plan** objectives are associated with the strategic plan, initiatives, projects, business plan, etc.
- **Employee** objectives are associated with the employee's activities for the review (evaluation) period.

24. Click on Save

25. Repeat these steps for all additional employee objectives.

26. Each objective is accompanied by a **Progress** slider bar, which the employee may use to update their percentage complete for that objective. Reports may also be run on this information. (The slider bar appears on the employee's **My Dashboard** in the Objectives section.)

27. To **Edit** an **Objective** click on the **pencil** icon. NOTE: Only objectives added as "New Objectives" can be edited (Objectives added from the Library are not editable).

28. **Update/Edit** the applicable fields and then click on **Save**.

29. Objectives can be updated, added, and deleted. To delete an objective, click on the "X" icon in the **Actions** column. The system will prompt you to confirm the deletion of the objective. To add an objective, repeats steps 19-24 in this module.

30. **Competencies** are assigned to the performance (evaluation) plan template based on ECP (Equitable Classification Plan) Group. All ECP Group competencies associated with the job classification will default into the plan.

31. **NOTE:** Employees can add/delete competencies until the performance (evaluation) plan is started/ready for review (published). In working with your direct report(s), you may solicit their assistance in the addition or deletion of competencies. Employees will follow Module #4 for updating their performance (evaluation) plan.

32. After review and discussion with the employee, the competencies that will not be evaluated (rated) in this review (evaluation) period should be deleted by selecting the trash can in the **Actions** column. The system will prompt you to confirm the deletion of the competency.

33. Two options exist to add competencies back to the performance (evaluation) plan.

    - Click on **Add Items** and select **From Library**.
    - Click on **Add Items** and select **From Class Specification** (see step #42).

34. The Library will list all competencies for all Groups.

35. If you do not know your Group, you can find the information in the Compensation Manual. The Compensation Manual is available on the Civil Service Commission (intranet) Insider under Top 10 Links or on the Civil Service Commission home page (internet) under MCSC Quick Links.

36. Click on Section A in the Compensation Manual.

37. Locate your HRMN Position Description (job classification) and review the information in the Job Class column. CL1 is Group 1; CL2 is Group 2; CL3 is Group 3 (there is a Group 3 Manager/manager/supervisors and a Group 3 Manager/supervisors); CL4 is Group 4.

38. Select the appropriate competency by clicking in the checkbox in front of it and clicking on **Assign**.

39. The competency is added back to the performance (evaluation) plan.

40. The other option for adding a competency back to a performance (evaluation) plan is to click on **Add Items** and select **From Class Specification**.

41. Selecting **From Class Specification** will add all competencies associated with the Group back onto the performance (evaluation) plan. (Deleting competencies is covered in step #32 above.)

42. **Plan Acknowledgements** are defaulted via the performance (evaluation) plan template. The acknowledgement is used to have an employee and/or manager certify that they have seen and reviewed the objectives and competencies assigned in the performance (evaluation) plan that will be used for the current rating period.

    How to acknowledge a performance (evaluation) plan is covered in module 12

43. **Self/Peer Ratings** can be used to assign a self/peer rating to the performance (evaluation) plan. Direct reports could be added as additional raters (peer reviews), or if reviews from other employees (e.g., project manager/manager/supervisors) are desired, they could be assigned as well. Please contact your HR Office to have self/peer ratings assigned to the plan.

44. The **Rating of Record** is assigned on the performance (evaluation) plan template. Employees *may* be required to conduct a self-rating before the performance (evaluation) plan due date.

    The manager/supervisor is required to rate the employee before the performance (evaluation) plan due date. The manager/supervisor rating due date is 12/31/2015. The manager/supervisor serves as the **Rater of Record**.

45. The **Rating Acknowledgements** are defaulted via the performance (evaluation) plan template. The rating acknowledgement is used to have the employee certify that they have seen and reviewed the performance (evaluation) plan rating for the current rating period.

    How to acknowledge a performance rating is covered in module 13.

46. **The Process Timeline Tasks** for the employee's plan acknowledgement, rating acknowledgement, self-rating (if applicable) and the manager/supervisor review will be defaulted into the plan from the performance (evaluation) plan template. These tasks will appear on the associated employee's (and manager/supervisor's) **My Dashboard**. Reminder and overdue notices are sent based on template configuration.

47. New tasks can be added to the performance (evaluation) plan by clicking on the **Add Task** button.

48. Enter a name in **Assignee**.

49. Enter a title in **Title**.

50. Enter a **Description** if necessary.

51. Select a **Due Date** from the calendar.

52. **Reminder Settings** can be set prior to the task due date or after.

53. Click on **Save** or **Cancel**.

    Note: **Tasks** added to an employee's performance (evaluation) plan are visible to the manager in the Process section, and they will show up on the employee's **My Dashboard**

54. **Notes & Attachments** can be added to the performance plan using the **Add Notes & Attachments** button.

55. Notes can be typed directly. Some formatting including spell checker is available. Attachments can be added by using the **Attachment** button. If **Private Note** is checked, only the manager/supervisor can see the note.

56. **Audit trail** will document when changes are made **Objectives**, **Competencies**, any fields within **Edit Employee Evaluation** (Evaluation type, Due Date, Evaluation Name, Numeric Scoring, Overall Rating, and Overall Rating Scale) and each time the performance (evaluation) plan is paused/reverted to draft status/started (made ready for review/Published).

57. When the performance (evaluation) plan is complete, it can be made ready for review by clicking on the play button**, Start Evaluation**. Once the plan is started/ready for review (published), changes cannot be made to the plan (unless reverted to draft status).

58. After the performance (evaluation) plan is started/ready for review (published), an email is sent to the employee regarding the **Acknowledgement of Plan**.

59. The performance (evaluation) plan can be paused/reverted to draft status (unpublished) if changes need to be made to any part of it via **the pause button.** If changes are made to Objectives/Competencies the Acknowledgement of Plan email for the employee will be sent again once the evaluation is started/ready for review (published).

60. Once ready for review, the **Status** of the performance (evaluation) plan changes from **Draft** to **Not Started**.

61. The performance (evaluation) plan can now be printed using the **Print** feature.

62. Click on **NEOGOV** to go back to your dashboard.

63. Notice that there is now a rate star in the Actions column for the employee's performance evaluation (plan).

64. Repeat these steps above for all direct reports.

65. To exit NEGOOV PE, click on **Sign Out**.

Additional Resources:
NEOGOV PE Tutorial
Help & Training available in PE in the drop-down under your name (top right corner)
PE Glossary
For questions on the new system or this job aid, email MCSC-NEOGOV@michigan.gov
For questions on performance management plans, contact your HR Office